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Arnold Schwarzenegger
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: July 1, 2004

SUBJECT: SAFETY MEETING IDEAS -- July 2004

Suggested issues to discuss during your next meeting are:

1. Safety and Health Protection on the Job

Cal/OSHA requires that we post "Safety and Health Protection on the Job" in each of our buildings. The poster explains the basic requirements and procedures for compliance with the state's job safety and health laws and regulations. There is a portion that states what an employer (or manager) must do:

- All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.
- You must display this poster so everyone on the job can be aware of basic rights and responsibilities.
- You must have a written and effective injury and illness prevention program for your employees to follow.
- You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.
- You must correct any hazardous condition that you know may result in serious injury to employees. Failure to do so could result in criminal charges, monetary penalties and even incarceration.
- You must notify the nearest Cal/OSHA office of any serious injury or fatality occurring on the job. Be sure to do this immediately after calling emergency help to assist the injured employee.
- Refer to [ASL 03-05](#) "Injury and Illness Prevention Program" to see how ARB is addressing these requirements. Read the full "Safety and Health Protection on

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

the Job" poster by going to
http://www.dir.ca.gov/dosh/dosh_publications/shpstren012000.pdf.

2. Defensive Driver Training

I recently attended DGS's Defensive Driver Training Class in West Sacramento. It was very interesting. Most of the information, I knew, but it was a good refresher. One new thing that caught my attention was where to place your hands on the steering wheel while driving. I had been taught to keep them at the 10:00 and 2:00 position. They are now recommending that you lower your hands to the 8:00 and 4:00 position because of airbags. They also showed a video of a big rig truck and how much a driver can see from the driver's seat, they are 6 feet higher than the average driver. The video showed the view clear of cars, but when the driver stepped out of the cab, you could see several cars in harms way. They were in the driver's blind spot. It was a dramatic demonstration of how we must stay out of the blind spots. Another interesting part of the training was showing a video of the 2001 Dateline episode on Distracted Driving. See the third safety idea for more information about that. I would recommend that everyone take the Defensive Driver Training Class. For those who drive on state business, it's required training every four years.

3. Dateline's Distracted Driving Test

During the DGS's Defensive Driver Training class, a 2001 Dateline episode was shown on Distracted Driving. It showed confident drivers in a test setting "multi-tasking" while driving. The results were fascinating. [Attached is the test](#) Dateline put together. The test is not intended to be scientifically valid but to serve as a guide for how at risk you are for becoming distracted at the wheel. Take a few moments to take the test. The scoring key and brief explanations for each question are listed on the back of the attachment. To see the video, attend the next Defensive Driver Training course.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year. Safety Meeting Ideas are also available on the safety web site at <http://inside.arb.ca.gov/as/safety/mtginfo.htm>.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov

Attachment

cc: Administrative Liaisons